



DEPARTMENT OF LABOR
LABOR MARKET INFORMATION SERVICES

2011 Kansas Job Vacancy Survey





DIRECTIONS

Please direct this survey to the Manager or Human Resource Professional responsible for hiring and recruitment at this location of your business.

For your convenience surveys can be completed online at

www.dol.ks.gov/jvsSurvey2011.html

Surveys can also be returned by fax, e-mail, phone or mail:

-  Fax to Labor Market Information Services at **785-296-5286**.
-  E-mail to laborstats@dol.ks.gov.
-  Notify us by phone at 866-270-2873 (toll-free) or 785-296-5170 (in Topeka).
-  Mail in the enclosed envelope to: Labor Market Information Services, Kansas Department of Labor, Attn: Job Vacancy Survey, 401 SW Topeka Blvd, Topeka, KS 66603-3182.

- ➔ Results will be presented in aggregate so that no individual response will be identifiable in the published results.
- ➔ Answer Part A below. If you currently have openings, then complete Part B.
- ➔ If you have questions, please contact us by phone or e-mail.

Part A – About Your Business

Please answer the questions for the business, institution or organization listed on your survey. If you have multiple locations, please report for the location printed on your survey. **EXCEPTION:** If your business is not located at this address OR if this address is not a Kansas address, please write the address for which you are reporting in the comments section below.

1. Who is responding to this survey? Name _____

Title _____ Phone Number _____

Contact information is requested in case clarification is needed about the responses to the survey.

☐ Check this box if you would like to be notified when the survey results are available on our web site. Please provide your e-mail address: _____

Comments:

Company Name

Address, City, State, Zip

Please respond by the due date indicated on your survey.

Your cooperation will allow us to complete this survey in a timely and efficient manner.

Survey ID #

**Thank you for
your
participation.**

2. Do you have vacancies at this location?

☐ Yes...Scroll down and complete Part B ↓

☐ No...Complete Part A online or by phone at
866-270-2873 (toll-free) or
785-296-5170 (in Topeka).

**It is important for you to complete the survey
even if you have no vacancies.**

Part B - CURRENT Job Vacancies at this Location

A		B	C	D			E			F	G				
Job Titles for Vacancies (REQUIRED)		Number of current job openings (REQUIRED)	Check (x) if position is seasonal or temporary (lasting for a fixed duration)	How long have you been trying to fill this vacancy?			What education level is usually required?			What is the expected hourly, monthly or annual compensation?	What benefits are offered?				
→ Include positions for which you are actively recruiting. → Include full-time, part-time, temporary and permanent positions. → Include positions only at this specific location. → Exclude positions reserved for consultants, outside contractors and others not considered employees. → Exclude positions that will not be filled at this time or for which there is a hiring freeze. → Provide a specific job title for each opening. If the job title is unusual or generic, please provide a brief description of the duties performed. → If the number of job openings varies, report the number of openings at this point-in-time. Full-time = 35 + hours per week Part-time = 1 to 34 hours per week				Check (x) One (If multiple openings, report for the oldest one) Less than 30 days 30 to 59 days 60 or more days Constantly recruiting			Check (x) One No educational requirement High School or GED Vocational Training Associate's Degree Bachelor's Degree Advanced Degree				Check (x) all that apply Health Insurance Paid sick leave Paid vacation Retirement savings plan/pension No benefits offered				
Full-Time	(Example) Junior High Teacher (Special Education)	1			x					x	\$35,000 to \$50,000/yr	x	x	x	x
Part-Time	(Example) Mail Clerk	3					x		x		\$7.25 to \$8.00/hr				x

Not enough space? Copy and complete page 2 (Part B) as needed and attach to original survey.